



STATE OF CONNECTICUT
STATE ELECTIONS ENFORCEMENT COMMISSION
20 Trinity Street Hartford, Connecticut 06106—1628



2016 Filing Calendar

Traditional Durational Political Committees (including Exploratory Committees) formed for the November 8, 2016 Election

General Statutes § 9-608

IMPORTANT NOTE: Effective January 1, 2012, filings sent by mail are no longer considered timely if postmarked by the filing deadline date – they must actually be *received* by the Commission’s offices by 5:00 p.m. on the filing deadline date in order to be deemed timely.

Type of Report	Period Covered	Filing Deadline
January 10 Filing	10/01/15 through 12/31/15	01/11/16 ¹
April 10 Filing	01/01/16 through 03/31/16	04/11/16 ¹
July 10 Filing	04/01/16 through 06/30/16	07/11/16 ¹
7 th Day Preceding Primary Filing August 9, 2016 Primary	07/01/16 through 07/31/16	08/02/16 ^{1,2}
October 10 Filing	08/01/16 through 09/30/16 Committees that filed 7 th Day Preceding Primary filing ----- 07/01/16 through 09/30/16 Committees that did not file 7 th Day Preceding Primary filing	10/11/16 ¹
7 th Day Preceding Election November 8, 2016 Election	10/01/16 through 10/30/16	11/01/16 ^{1,3}
January 10 Filing	10/31/16 through 12/31/16	01/10/17 ⁴
Deficit Filing	01/01/17 through 01/31/17	02/07/17 ⁵
Termination Filing	01/01/17 through 03/31/17	04/07/17 ⁶

These filings cover traditional durational political committees, including exploratory committees, organized for the 2016 election cycle.

Additional Filing Requirements: If your committee receives a contribution or makes an expenditure in connection with a local or regional referendum/ballot question, any other primary not listed above (e.g., a **March 1, 2016 town committee primary**), or any other election not listed above (e.g., a **special election**), you are required to file a financial statement on the 7th day preceding the referendum/ballot question, primary, or election. The period covered will be the first day not covered on the last filed campaign finance disclosure statement through the 9th day preceding the referendum, primary, or election.

Which Form to File: Committees may use the “Short Form Campaign Finance Disclosure Statement” (SEEC Form 21) when they have not made or received contributions or expenditures in excess of \$1,000 from their inception through the close of the reporting period covered by the statement and have not previously filed an “Itemized Campaign Finance Disclosure Statement” (SEEC Form 20 for durational political committees or SEEC Form 30 for exploratory committees for General Assembly). *Exploring candidates considering participation in the Citizens’ Election Program (once in candidate committee) are recommended to use SEEC Form 30 at the outset, even if they have not reached the \$1,000 threshold at the time of filing.*

Committees should keep in mind that if they opt to file SEEC Form 21’s, they will still be required to report *all* activity since inception if and when they receive contributions or make expenditures exceeding the \$1,000 threshold. Reaching the threshold triggers the requirement to file an itemized statement (a “long form” SEEC Form 20 or SEEC Form 30). In the case of eCRIS users filing their first long form after having filed one or more SEEC Form 21’s, the committee will be required to: (1) amend the SEEC Form 21 covering the period in which the first financial activity of the committee occurred by amending the SEEC 21 to change it to a SEEC Form 20 or SEEC Form 30 and reporting that financial activity; (2) amend all subsequent SEEC Form 21’s submitted after that initial SEEC Form 21 to change them to SEEC Form 20’s/30’s and report any activity in those periods and also correct the summary totals, regardless of whether activity occurred in that particular period; and (3) after this “look back” reporting has been completed in eCRIS, submit the itemized statement (SEEC Form 20 or SEEC Form 30), covering the period laid out in the above calendar. If the committee is not filing by eCRIS, then its first filed itemized statement (SEEC Form 20 or SEEC Form 30) must cover a period that begins with the committee’s date of inception as the start date.

Type of Report: The “Type of Report” corresponds to the financial disclosure reports required by General Statutes § 9-608 (a).

Period Covered: The “Period Covered” means the dates for which the committee must report all of its financial activity. The period covered must include the financial activity of the committee beginning the first day not included on the last filed financial disclosure statement and must be complete through 11:59 p.m. of the date of the last day covered. For example, the April 10 filing covers all activity starting at 12:00 a.m. on January 1 and ending at 11:59 p.m. on March 31. If the committee came into existence after the beginning of the period covered by the statement, then the period covered must begin on the date the committee first received funds, the date the committee first made or incurred expenditures, or the date the committee registered (whichever is earliest).

Filing Deadline: The “Filing Deadline” is the last date on which the committee treasurer may submit his or her disclosure filing. In addition, the disclosure filing *may not be submitted or received* on or before the last day in the period covered. For example, the April 10 filing may not be submitted or received by the Commission’s offices on March 31 or earlier, since it must cover the period ending on March 31. The earliest this report may be submitted or received is April 1. Statements not timely filed will be subject to a mandatory \$100 civil penalty.

Where and When to File: Statements are to be filed with the repository with which the committee is registered. If the committee’s filing repository is the State Elections Enforcement Commission, then statements are considered timely filed if they are filed electronically via eCRIS before midnight on or before the filing deadline date or if they are ***received*** by the Commission’s offices after the filing period has begun and by 5:00 p.m. on the filing deadline date if delivered by the United States Postal Service, courier service, parcel service or hand delivery. ****NOTE: Effective January 1, 2012, filings sent by mail are no longer considered timely if postmarked by the filing deadline date – they must actually be received by the Commission’s offices by 5:00 p.m. on the filing deadline date in order to be deemed timely. Committees seeking confirmation of receipt should check their committee’s filing status on [eCRIS’s Document/Filing Search](#).***

If the committee’s filing repository is the town clerk, then statements are considered timely filed if they are either postmarked by the United States Postal Service before midnight on or before the required filing deadline date or delivered by hand to the town clerk by the close of business on or before the required filing deadline date. Some town clerk’s offices may not have office hours or may have shortened office hours on a filing deadline day. This does not relieve the treasurer of filing by the deadline, so be sure to confirm the office hours of the town clerk if delivery by hand is anticipated.

Footnotes:

1. A durational political committee that is ready to terminate at this time may file a Termination Report in lieu of this report or before this report is due. NOTE FOR EXPLORATORY COMMITTEES: An exploratory committee must file a notice of intent to dissolve within 15 days after: (1) the candidate’s declaration of intent to seek nomination or election to a particular public office; (2) the candidate’s endorsement at a convention, caucus or town committee meeting; or (3) the candidate’s nomination by a minor party or petitioning onto the ballot. The committee must distribute any surplus and file a final SEEC Form 20/30 to dissolve and remains responsible for all campaign finance statements until it properly dissolves.

2. This report is required of all durational political committees that have received contributions or made or incurred expenditures, in any amount, in connection with a primary. The period covered ends **two days** before the filing deadline.
3. This report is required of **all** open durational political committees, regardless of whether or not the committee made contributions or expenditures in connection with the election. The period covered ends **two days** before the filing deadline.
4. A durational political committee that is ready to terminate at this time may file a Termination Report in lieu of this report. Keep in mind, however, that any committee which has distributed its surplus on or before December 31, 2016 would have already filed its Termination Report because it is required to terminate within seven days of surplus distribution. Such a committee that has already filed a termination statement would therefore not need to file the January 10 report.
5. Any durational political committee organized for the November election which still has a deficit as of February 7, 2017 must file a Deficit Report by February 7, 2017 and must thereafter file a Deficit Report on the 7th day of each month in which there was either an increase or decrease of more than \$500 as of the last day of the month preceding the filing measured against the amount of the deficit reported on the last Deficit Report filed. A Termination Report may be filed in lieu of a Deficit Report if the deficit has been erased and any surplus has been distributed by the last day of the month preceding the filing of a Termination Report.
6. A durational political committee must distribute or expend its surplus by March 31, 2017 and file a Termination Report by April 7, 2017 (unless it has begun filing deficit reports). Any durational political committee which has distributed its surplus before March 31, 2017 must terminate within seven days of such distribution. Accordingly, such committee would have already filed its Termination Report and would not need to file the April 7 Termination Report.

If you have any questions about filing requirements, or need additional forms, have questions about how to report certain contributions and expenditures, or have questions about other campaign finance laws, please call the State Elections Enforcement Commission at (860) 256-2940 or (866) SEEC-INFO.

PLEASE NOTE: Every effort has been made to ensure that the information contained in this calendar is accurate. If any information in this calendar conflicts with the provisions of the Statutes, the Statutes shall prevail.